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NASA Procedural Requirements

NPR 3451.1

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07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)**Subject: NASA Awards and Recognition Program****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) |
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Appendix C: Awards Based on Performance

On an annual basis, in conjunction with the performance appraisal process, NASA recognizes the accomplishments of its employees through lump-sum cash awards and increases to base pay. Summarized below are the types of performance awards that vary according to GS and SES and are detailed in other NASA directives.

PERFORMANCE AWARDS	QUALITY STEP INCREASES	PERFORMANCE AWARDS (SES)
<u>Who May Receive</u> Individual employee except those in the SES	Individual employee paid under the GS	Individual career SES members
<u>Nature of Contribution</u> High-level performance of duties and responsibilities of the employee`s assigned position, as evidenced by the current rating of record	Sustained performance of high quality significantly above that expected at fully successful level in employee`s position	High quality performance during performance appraisal period

<p><u>Requirements That Must Be Met</u></p> <p>Employee was in a GS or FWS position on the last day of the current performance appraisal period</p> <p>Employee's performance has been rated at a level equivalent to fully successful or better for the current performance appraisal period</p>	<p>Recommendation must be supported by a current rating of record of Outstanding (or highest summary level used with written justification demonstrating sustained high performance)</p> <p>Employee has not received a quality increase during the past 52 weeks</p> <p>Employee is not at the top rate for the grade on the pay schedule</p>	<p>Individual must have been in the SES for at least 120 days as of the last day of current performance appraisal period and received a performance rating of not less than Fully Successful</p> <p>Agency Performance Review Board must make recommendation on award</p> <p>Total of salary (including locality pay), bonus, rank award, and retention allowance in a calendar year may not exceed pay rate for Executive Level I; any excess payable at beginning of next calendar year</p>
<p><u>Lump Sum Cash Award</u></p> <p>For GS and FWS, maximum of 10% of basic pay unless Administrator approves up to 20% for unusually outstanding performance; cannot exceed \$10,000 without OPM approval</p> <p>Does not increase basic pay</p>	<p>An additional within-grade increase, approximately 3% of base salary, and a permanent increase in the employee's rate of basic pay</p>	<p>Lump sum cash bonus of between 5% and 20% of base salary</p>

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